

e-Funds on-line payment

The Tri County Public School District is pleased to offer a program called *e~Funds for Schools*. This program offers various options for parents/guardians who **choose** to make payments online and is extremely user friendly. Not only will you have the ability to have various school fees and lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. The *e~Funds for Schools* service is offered to you by a third party service provider and they charge for processing your payment(s), similar to other online banking services. The district does not request or keep records of family checking or credit card account information.

The *e~Funds for Schools* electronic payment service is provided to the school by a third party service provider. The service provider has a nominal fee for their service. **There is a \$1.00 transaction convenience fee for each electronic checking payment that you make.** The system carries a Non-Sufficient Funds (NSF) charge if the payment is "bad." **For payments made by credit or debit card, there is a convenience fee of \$2.65 per each \$100 increment in the transaction.** When you set up your account, please review your options carefully.

You are in full control of your account and can make a payment at any time that is convenient for you. **No payments will be allowed without your knowledge and authorization through this secure payment system.** By providing your home and/or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item, will be sent to you each time that a payment is to be processed. The *e~Funds for Schools* site is secure and uses industry standard data encryption.

How does e-Funds for Schools work?

- Families set up and maintain their own logins, passwords, and payment preferences. Your account information is retained in a password-protected file.
- *e~Funds for Schools* will help to eliminate last minute check writing hassles, improve efficiencies, and help cut costs for both you and the school district
- Online payments will help eliminate the worry that your children could lose or forget the money intended for school items or that it might be spent on other non-school related items.
- Payments from a credit card or checking account may easily be set up.
- Parents/guardians may establish a recurring payment or may opt to make a one-time payment.
- The program offers various types of payment to families that include but are not limited to instructional materials, field trip fees, yearbook fees, graduation fees, and of course food service payments. The system may be expanded to include other fees as well.
- Your payment history for the year is available with a click of the mouse



Step-by-Step

Getting started with e~Funds for Schools



CREATING A NEW ACCOUNT

1. Visit the website that was provided to you by your school district
2. Click on **Register Here**
3. Provide requested information
4. Click **Sign Up!** after you have read and agreed to the Terms of Service and Privacy Policy
5. You will be brought to the Student Management web page
6. Use the Student Number your school has provided, along with your student's last name. Click **Add**.
7. Once all students have been added, click **Continue** or **Continue to Account Overview**.

SCHEDULE PAYMENTS

1. Sign into your account
2. Under **Payment Options**, click **Make a Payment**
3. Select the student for whom you wish to make a payment
4. Enter the dollar amount you would like to deposit for each student
5. Select the date on which you would like to make your payment
6. Click **Continue**
7. Verify your payment information is correct and accept convenience fee(s)
8. Click **Submit**
9. Print receipt for your records

ADD LOW MEAL BALANCE PAYMENTS

1. Sign into your Account
2. Under **Account Settings**, click **Student Management** and select **Low Meal Balance**
3. Enter a Minimum Balance and Replenish dollar amount
4. Check the box under **Notice** to receive emails when your student's account is low
5. Check the box under **Auto Replenish** to automatically have the **Replenish Amount** added to your student's account when the balance is low.
6. Click **Apply Low Meal Balance Settings**

MAKE A PAYMENT

1. Sign into your account
2. Under **Payment Options**, click **Make a Payment**
3. Enter your Checking Account OR Credit/Debit Card information
4. Click **Save**
5. Return to Payment

VIEW PAYMENT HISTORY

1. Sign into your account
2. Under **Payment Options**, click **View Payment History**
3. Your past 30-day history will be displayed
4. Click the drop down menu on the right to view payments for your current or previous school year